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| **TITLE:**   HLA ESA Research, Evidence and MEAL Adviser | | |
| **TEAM/PROGRAMME: HLA** | **LOCATION:** Any country office in the East and Southern Africa region with a Save the Children Presence on National Contract terms | |
| **GRADE**: 3 | **CONTRACT LENGTH:**  **2 year with possibility of renewal** | |
| **CHILD SAFEGUARDING:**  Level 2: The post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore, a police check will be required (at ‘standard’ level in the UK or equivalent in other countries). | | |
| **ROLE PURPOSE:**  The purpose of this role is to support the HLA to ensure its learning solutions, products, approaches and methodologies are of the highest quality and underpinned by robust evidence, impact and research systems. Through this role you will contribute to ensuring that the teams learning solutions and approaches are able to meet the known or anticipated learning needs of individuals, organisations and the sector in the future. | | |
| **SCOPE OF ROLE:**  **Reports to:** HLA Regional Lead (East and Southern Africa Region)  **Staff reporting to this post:** None  **Budget Responsibilities:** None  **Role Dimensions**: The role will be include engaging with Stakeholders in both learning and Humanitarian sectors ensuring synergies and relevance of ReMEAL approaches | | |
| **KEY AREAS OF ACCOUNTABILITY :**   * Ensure REMEAL plans, frameworks and systems are in place and operational in all regions as per HLA REMEAL strategy. * Manage and coordinate on high-value external consultancies delivered by the REMEAL team to improve HLA's understanding of impact as well as research supporting decision making * Collaborate with the HLA's teams to strengthen and analyse evidence for effective team learning as well as storytelling * Establish and manage effective relationships with key stakeholders and partners within the humanitarian learning sector to provide cutting edge solutions to demand * Contribute to REMEAL and Data capacity training internally and externally * Responsible for the design, development and application of monitoring, tracking, accountability and reporting systems, tools and templates across the team. * Project manage the development of a monitoring and evaluation framework for the appropriate areas of the wider HLA work. * Advise and support in the design and collection of quantitative and qualitative data collection and ensure consistency across the teams learning solutions, products and services, strategic pillars and the wider SC Movement as part of the HLA data management system * Provision of relevant data and information to support the development of compelling communications to advocate for humanitarian capacity building and to market learning programmes * To conduct/manage discrete research and MEAL projects for the team as and when required as well as design, commission and manage research and MEAL projects for external clients including in relation to relevant research publications * Contribute to proposal development including in relation to data collection procedures and indicator development where necessary * Work closely with the global HLA REMEAL team to implement and contextualise REMEAL solutions for ESA and vice versa, to influence and deliver global solutions so they are fit for purpose and applicable in the regions, including ESA * Develop the appropriate internal and external relationships to ensure the team is keeping up to date with sector initiatives and developments * Contribute to report writing for internal and external audience * Build network and partnerships with external researchers, evaluators, agencies, networks and organisations from across all regions. * Contribute to supporting strong ways of working across the new team, as well as taking individual responsibility for building an inclusive and supportive team culture * Ensure that the HLA’s future internal portfolio is underpinned by comprehensive and standardised MEAL to inform both our work as we all provide learning and standards for our clients * Develop metrics for measuring the success of learning solutions and propose changes based on results * Develop mechanisms to demonstrate that all our learning design and delivery is backed by high quality evidence, that includes monitoring data as well as robust evaluations | | |
| **BEHAVIOURS (Values in Practice**)  The Research and Evidence Advisor is to carry out the responsibilities of the role in a way which reflects:   * Save the Children’s commitment to safeguarding children in accordance with the Child Safeguarding Policy, * A commitment to Save the Children’s vision, mission, values and approach, * A commitment to diversity and inclusivity and promoting equality of opportunity in all aspects of our work, * A commitment to effective management of risk, by operating within the Charity’s code of conduct, policies, procedures and controls and by carrying out the risk management and assurance responsibilities of the role as set out in the Risk Policy and Procedures. | | |
| **QUALIFICATIONS**   * University degree in a relevant subject and / or demonstratable professional experience. | | |
| **EXPERIENCE AND SKILLS**  **Technical/Professional**   * Experience of conducting research and evaluation on programme impact - ideally of social change, capacity building or learning programmes * Experience of working with and developing indicators and monitoring tools * Strong project management skills; well organised, able to juggle multiple priorities and deliver to deadlines * Experience of designing and implementing new policies, processes or procedures in a team which improve the way the team functions * Strong written, visual and verbal communication skills with experience of supporting creation of marketing and communications materials, research related products and visuals for different audiences * Exceptionally high standards of customer service with proven experience of delivering highly professional services to stakeholders * Experience of writing successful proposals/tender documents * Strong problem solving and organisational skills * Excellent interpersonal skills, with the ability to work with people from a range of backgrounds and cultures * A ‘can do’ attitude, ability to work on own initiative and to deliver results against tight deadlines with good quality results * A flexible approach to working and ability to respond at short notice to a wide variety of tasks * An understanding of and commitment to humanitarian work * Ability to travel internationally, occasionally at short notice, and to remote and insecure locations.     **Competencies**   * **Delivering results.** Takes personal responsibility and holds others accountable for delivering our ambitious goals for children, continually improving own performance or that of the team/organisation. * **Problem solving and decision making**. Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organisation. * **Working effectively with others.** Works collaboratively to achieve shared goals and thrives on diversity of people and perspectives; knows when to lead and when to follow and how to ensure effective cross- boundary working. * **Communicate with impact**. Communicates clearly and confidently with others to engage and influence; promotes dialogue and ensures timely and appropriate messages, building confidence and trust. | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** | | **Date:** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |